

UNITED STATES TRUSTEE SYSTEM  
STANDING TRUSTEE EVALUATION RECORD

Name of Trustee: \_\_\_\_\_  
Region/Judicial Dist(s): \_\_\_\_\_  
Date of Original Appointment: \_\_\_\_\_  
Evaluation for Period Beginning \_\_\_\_\_  
and Ending \_\_\_\_\_

TOTAL CASELOAD

Total Cases at Beginning of Period	
Total Cases Received During Period	
Total Cases Disposed of During Period	
Total Cases at End of Period	
Total Cases 60 Months Old and Older	
Percentage of Cases Over 60 Months Old	%

EVALUATION FACTORS:

- |   |   |
|---|---|
| 1.Monthly Reports filed by the Standing Trustee     | 5.Budgets, Annual Reports and Final Reports |
| 2.§341 Meetings                                     | 6.Response to Audits/Inquiries              |
| 3.Substantive Case Administration/Court Performance | 7.Bonding, Estate Deposits/Investments      |
| 4.Public Complaints/Lawsuits                        |   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Evaluating Officials**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant United States Trustee/Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Standing Trustee Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
United States Trustee

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A. TRUSTEE DUTY:

No. 1            Prepares and files appropriate Monthly Reports with  
bank account information.

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B. EVALUATION CRITERIA:

Timeliness  
Completeness/accuracy  
Bank information attached  
Trustee attentiveness to variances in receipts and budgetary  
items

C. COMMENTS (DETAILED NARRATIVE):

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A. TRUSTEE DUTY:

No. 2            Investigates financial affairs of the debtor  
                     Presides over and conducts the \$341 meeting of  
                     creditors.

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B. EVALUATION CRITERIA:

Punctually  
Thoroughness  
Demeanor  
Preparedness  
Use of Substitutes  
Efficiency of Meeting  
Review of Plans and Budgets  
Follow-up of Deadlines Imposed  
Reports Instances of Criminal Conduct to the  
    U.S. Trustee when detected

C. COMMENTS (DETAILED NARRATIVE):

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A. TRUSTEE DUTY:

No. 3            Substantively administers cases by filing  
appropriate pleadings and appears effectively  
before the United States Bankruptcy Court.

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B. EVALUATION CRITERIA:

Pleadings

Motions to Dismiss

Confirmation Objections

Objections to Claims

Objections to Attorney Fees

Court Performance

Preparation

Demeanor

Knowledge of Case

Compliance with U. S. Trustee Policies

Familiarity with UST policies/guidelines, including Handbook  
and compliance with same.

Nature and number of declinations of cases

C. COMMENTS (DETAILED NARRATIVE):

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A. TRUSTEE DUTY:

No. 4            Responds to inquiries from the public, parties in  
                         interest/responds to complaints.

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B. EVALUATION CRITERIA:

Responses

Courtesy

Helpfulness/Cooperation with creditors, debtors' counsel

Accuracy/completeness

Number of public complaints/resolution

Lawsuits

Nature

Outcome

C. COMMENTS (DETAILED NARRATIVE):

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A. TRUSTEE DUTY:

No. 5 Timely files budgets, annual reports and final reports; Judiciously uses expense funds.

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B. EVALUATION CRITERIA:

Budgets

Timely Filed

Accurately Calculated/Corrections made promptly

Reasonable, actual and neccessary expenses

Contains proper attachments (job descriptions, proof of insurance, list of property, affidavits from banks)

Annual Reports

Timely filed

Accurately Calculated/Corrections made promptly

Number of Cases over 60 Months Old

Level of Misdisbursements, corrections made promptly

Final Reports

Timely Filed

C.. COMMENTS (DETAILED NARRATIVE):

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A. TRUSTEE DUTY:

No. 6            Responds to audits, site visits and reviews;  
                     responds to requests of United States Trustee.

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B. EVALUATION CRITERIA:

Audits Site Visits Reviews (ALS)

Accurate Record Keeping

Well Organized Files

Timeliness in Responses to Audits

Major Findings

Proper Corrective Action

Qualified Audits

Responses to United States Trustee

Expeditious, completeness

Attendance at UST training meetings

Enforcement actions necessarily taken by UST

C. COMMENTS (DETAILED NARRATIVE):

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A. TRUSTEE DUTY:

No. 7            Maximizes and safeguards estate/investments.  
                     Complies with UST policy on banking and bonding.

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B. EVALUATION CRITERIA:

Use of Approved Depositories  
Proper Collateralization  
Reconciliation of Bank Statements  
Sufficiency of Bond

C. COMMENTS (DETAILED NARRATIVE):